

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Notice MIDAS-27

For: State Offices

MIDAS Release 2.0 Business Partner “Train-the-Trainer” Training

Approved by: Associate Administrator for Operations and Management



1 MIDAS “Train-the-Trainer” Training

A Background

In preparation for MIDAS Release 2.0 Business Partner, the MIDAS Project Team will provide training using the “Train-the-Trainer” model and concept. MIDAS Super Users and State Trainers will receive training on the MIDAS Release 2.0 Business Partner functionality, and then deliver Business Partner virtual instructor led training (vILT) through Town Hall sessions to FSA State and County Office employees.

B Purpose

This notice provides specific details about the MIDAS “Train-the-Trainer” training for MIDAS Super Users and State Trainers.

C Contact

If there are any questions about this notice, contact Nanette (Julie) Pena by e-mail to julie.pena@ok.usda.gov.

D MIDAS “Train-the-Trainer” Sessions

“Train-the-Trainer” sessions for Super Users and State Trainers will be conducted by vILT. Travel is **not** involved. Super Users and State Trainers will be responsible for delivering end-user vILT Town Hall sessions to FSA State and County employees within their respective States.

Note: No travel is authorized for this training.

Disposal Date	Distribution
February 1, 2015	State Offices; State Offices relay to all MIDAS State Trainers and Super Users
11-21-14	

Notice MIDAS-27

1 MIDAS “Train-the-Trainer” Training (Continued)

D MIDAS “Train-the-Trainer” Sessions (Continued)

The “Train-the-Trainer” training will be divided into multiple sessions.

The sessions will be conducted December 2 through 8, 2014. The following functionality and training content will be covered in all sessions:

- TIN validation
- merging duplicate records
- SSN family
- Key Field Change (KFC) Request form
- storing attachments for multiple county producers.

Super User sessions will be held as follows.

Session	Training Dates and Times
1	Tuesday, December 2, from 9 a.m. until 1 p.m. e.t.
2	Tuesday, December 2, from 2 p.m. until 6 p.m. e.t.

Super Users should register for a session using the following links.

- Session 1:
https://aglearn.usda.gov/learning/user/deeplink_redirect.jsp?linkId=REGISTRATION&scheduleID=41266
- Session 2:
https://aglearn.usda.gov/learning/user/deeplink_redirect.jsp?linkId=REGISTRATION&scheduleID=41267.

State Trainer sessions will be held as follows.

Session	Training Dates and Times
1	Wednesday, December 3, from 8:30 a.m. until 12:30 p.m. e.t.
2	Wednesday, December 3, from 2 p.m. until 6 p.m. e.t.
3	Thursday, December 4, from 8:30 a.m. until 12:30 p.m. e.t.
4	Thursday, December 4, from 2 p.m. until 6 p.m. e.t.
5	Friday, December 5, from 8:30 a.m. until 12:30 p.m. e.t.
6	Monday, December 8, from 9 a.m. until 1 p.m. e.t.

State Trainers should register for a session using the following links.

- Session 1:
https://aglearn.usda.gov/learning/user/deeplink_redirect.jsp?linkId=REGISTRATION&scheduleID=41268

Notice MIDAS-27

1 MIDAS “Train-the-Trainer” Training (Continued)

D MIDAS “Train-the-Trainer” Sessions (Continued)

- Session 2:
https://aglearn.usda.gov/learning/user/deeplink_redirect.jsp?linkId=REGISTRATION&scheduleID=41269
- Session 3:
https://aglearn.usda.gov/learning/user/deeplink_redirect.jsp?linkId=REGISTRATION&scheduleID=41270
- Session 4:
https://aglearn.usda.gov/learning/user/deeplink_redirect.jsp?linkId=REGISTRATION&scheduleID=41271
- Session 5:
https://aglearn.usda.gov/learning/user/deeplink_redirect.jsp?linkId=REGISTRATION&scheduleID=41272
- Session 6:
https://aglearn.usda.gov/learning/user/deeplink_redirect.jsp?linkId=REGISTRATION&scheduleID=41273.

2 Additional Training Information

A Training Attendees

MIDAS State Trainers and Super Users have been selected by their SED.

B Documenting Training Attendance

Attendance will be recorded in AgLearn based on the names entered into the Windows Live Meeting from each of the training sessions.

For WebT&A, code time spent in training as “COMMON/MIDAS”.